

EQUIPMENT CHECKOUT AGREEMENT POTH INDEPENDENT SCHOOL DISTRICT

This Agreement (“Agreement”) is between Poth ISD (the “District”) and the employee of the district identified below (“Employee”) who hereby agree as follows:

1. Introduction. The district has offered teachers and administrators the opportunity to use equipment for use on or off organization premises. Because moving equipment off organization premises can result in damage and theft, the District has required that teachers and administrators must undertake the financial responsibility for the loss or destruction of the equipment.
2. Use of Equipment. Employee agrees to use the equipment in accordance with the district’s acceptable use policies and never to use the equipment in a way that is illegal, immoral or inappropriate to the intended educational purpose. **The equipment is to be used by the employee only and only for necessary school business.** The employee agrees to make the equipment available to representatives of the district when requested. The District may assume that any information on the equipment, when it is returned, is not confidential information of the employee. The employee understands that any repair to the equipment must be performed by district personnel or approved agents.
3. Computer Specifics. Any software loaded on a computer should still be present when the computer is returned. Employee agrees not to add, alter, delete or copy any software loaded on these computers unless approved by the Technology department. The software shall not be used for illegal use. **Only district approved software should be loaded on the equipment. Antivirus and system software updates should continue to be run while it is in the care of the employee.**
4. Financial Responsibility. Employee acknowledges that the district owns and shall retain title to the equipment and the employee agrees to bear the cost of loss or damage to the equipment while it is in their care. The employee agrees that he or she will promptly pay, to the district, the current market value cost of such equipment if the equipment is damaged, destroyed, lost or stolen or for any reason the employee is unwilling or unable to return it by the time specified by the district organization.
5. Salary Official. If the Employee fails to return the Equipment by the date designated by the district, the Employee agrees to pay the district the full current market value cost of the equipment. The District may, in its sole discretion, deduct such debt from the employee’s salary in order to offset the employee’s obligation to the District.
6. Acknowledgement of Delivery. Employee acknowledges that the Equipment has been delivered to him or her and accepts such Equipment ‘as is’ on the terms and conditions set forth in this Agreement. The District makes no warranty, expressed or implied, with respect to the Equipment.

I agree that by signing this receipt that I am responsible for securing and providing reasonable care of the listed resource. I acknowledge that I have been advised to consider securing property insurance against loss or theft of the equipment while off campus.

Name of Employee (Please Print):	Campus Name:
Make/Model:	Serial #:
Device Type:	Asset Tag#:
Date of Checkout:	Date of Return:
Signature of Employee:	Signature of District Employee (when returned):